

Minor Subdivision Checklist

This section is to be completed by Planning staff.

Planning Application No. _____

Type: _____

Staff Planner _____

Application Fee: _____

Agent _____

Land Use Code: _____

CITY OF CONCORD, NEW HAMPSHIRE
PLANNING DIVISION
MINOR SUBDIVISION CHECKLIST

Subdivision Summary

Name of Subdivision: _____

Owner's Name(s): _____

Street Address: _____ Nearest Street: _____

Map\Block\Lot(s): _____ Map\Block\Lot(s): _____ Map\Block\Lot(s): _____

Zoning District(s): _____ Overlay District(s): _____

Municipal Water Supply Available: Yes__ No__ Municipal Sanitary Sewer Available: Yes__ No__

Range of Lot Frontage: _____ to _____ Minimum Required Lot Frontage: _____

Range of Lot Size _____ to _____ Minimum Required Lot Size: _____

Minimum Set Backs Required: Front _____ Back _____ Side _____

Submittal Material

_____ An application, either signed by all the current owner(s) of the property, or signed by an individual authorized by the owner(s) to act as their agent. NOTE: A letter must be submitted with the application authorizing the individual to act as agent on the owner(s) behalf when the agent signs the application.

_____ The appropriate application fee.

_____ Certificate of Ownership

_____ List of the current abutters to the property including those property owners located across streets from the property being subdivided. Please include the name, address and profession of the professionals responsible for the preparation of the subdivision plans.

_____ Copies of any approvals or permits required from state and federal agencies.

_____ Requests for any waivers from the Subdivision Regulations, if any.

_____ A copy of any variances or special exceptions which have been granted by the Zoning Board of Adjustment.

_____ Three (3) copies of the subdivision plat which contains all the information outlined under the general information section of this checklist.

_____ Reductions (8½ x 11) of the subdivision plat and location plan.

General Information

Plat Scale

- _____ A minor subdivision shall be shown at 1"=50'. If alternative map scales may be warranted by the size and/or shape of the subdivision, consult with the Planning Department staff prior to preparing the drawings.
- _____ In a case where the parcel to be subdivided is in excess of twelve (12) acres, and the lot(s) proposed to be created does not exceed 25% of the total area of the parcel, the remainder of the original lot may be shown at 1"=200'.
- _____ The error of closure for the subdivision plat shown at a scale of 1"=50' shall not be less than 1 in 10,000.
- _____ Drawing sheets shall not exceed 22" x 34". Recordable drawings must conform to the requirements of the Merrimack County Registry of Deeds.

Title Block

- _____ Title of Plat.
- _____ Name and address of the owner and that of agent, if any.
- _____ Date the plan was prepared and the date of all revisions.
- _____ Map Scale
- _____ Name, address, seal, and signature of the licensed surveyor who prepared the plat.

Location Plan

- _____ Show current property lines for the site and abutters as they exist at the time of the subdivision application.
- _____ Minimum scale 1" = 400'.
- _____ Nearest street intersection indicated.
- _____ Proposed subdivided property indicated.
- _____ Tax assessor's number (map-block-lot) for abutters and property lot lines of abutters.
- _____ Names and location of existing city streets.
- _____ Names and location of existing adjacent watercourse.
- _____ Identification of nearby community facilities such as schools, churches or parks.
- _____ Zoning district designation and boundaries for the site and abutting properties.

Plan Drawings

- _____ Property lines of the existing and proposed lots with bearings and dimensions.
- _____ Full names and addresses of all abutters of the property.
- _____ Title reference for book and page number of the lot from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
- _____ Zoning district designation and boundaries.
- _____ Building set back lines and dimensions for all lots.
- _____ Lot area(s), before and after subdivision.
- _____ The location of all existing and proposed access points (driveways) onto city streets.

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- _____ The location, travel way width, and right-of-way of all existing adjacent city streets, as well as mapped future streets.
- _____ The location, width and purpose of any easements or rights-of-way.
- _____ The location, size, and invert elevations of existing and proposed sanitary and storm sewers including manholes, catch basins, and culverts.
- _____ The location and size of all existing and proposed water mains including hydrants, gates, valves, and blowoffs.
- _____ The location of found and new required bounds at the corners of all lots and at tangent points.
- _____ The location of all existing buildings, structures, fences, stonewalls, driveways, parking and any vehicular use areas.
- _____ Standard Planning Board approval block in the bottom right hand corner of the plat drawing (each page).
- _____ North Arrow
- _____ Bar Scale

Additional Information

Where conditions or circumstances warrant, the following information shall be provided.

- _____ Existing topographic conditions, and all proposed changes in ground elevation at a contour interval of two (2) feet referred to sea level datum of the US Coast and Geodetic Survey.
- _____ Soil test data as required by the NH Water Supply and Pollution Control Division, where municipal sewers are not present. A High Intensity Soil Survey may be required.
- _____ The identification and classification of the extent and type of soils using the USDA Soil Conservation Services system, specifically identifying those soils recognized as wetlands and those important for agriculture.
- _____ Wetland survey, steep slopes greater than 15% and greater than 25%, contiguous useable land calculations.
- _____ The location and size of proposed buildings, driveways (including proposed grades), septic tank drainfields and receiving layers.
- _____ The location of existing natural and man-made features including but not limited to vegetation, rock outcrops, parks, open space, railroads and surface water bodies and courses.
- _____ Written assurances from the public utility companies (electric, telephone, and gas and CATV as maybe applicable) that utility service can be provided based on the approved plans.

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Concord, NH 03301

Revised: 3/4/96, 5/21/01